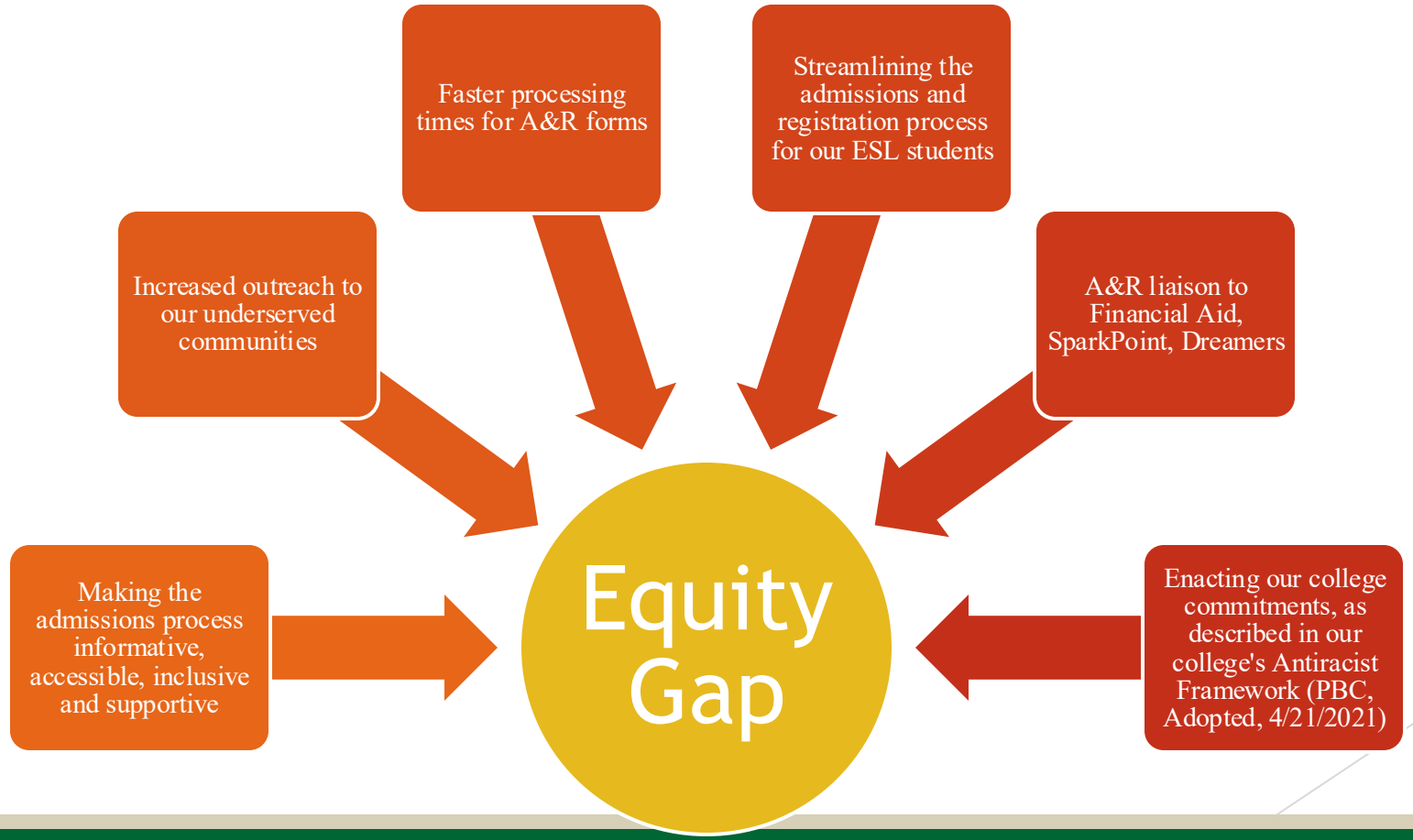
Cañada College

Admissions & Records Program Review Overview 2026

A&R Mission and Philosophy

It is the mission and commitment of Admissions & Records (A&R) to promote our student first philosophy and provide high-quality services to support all students in achieving their educational and/or career goals.



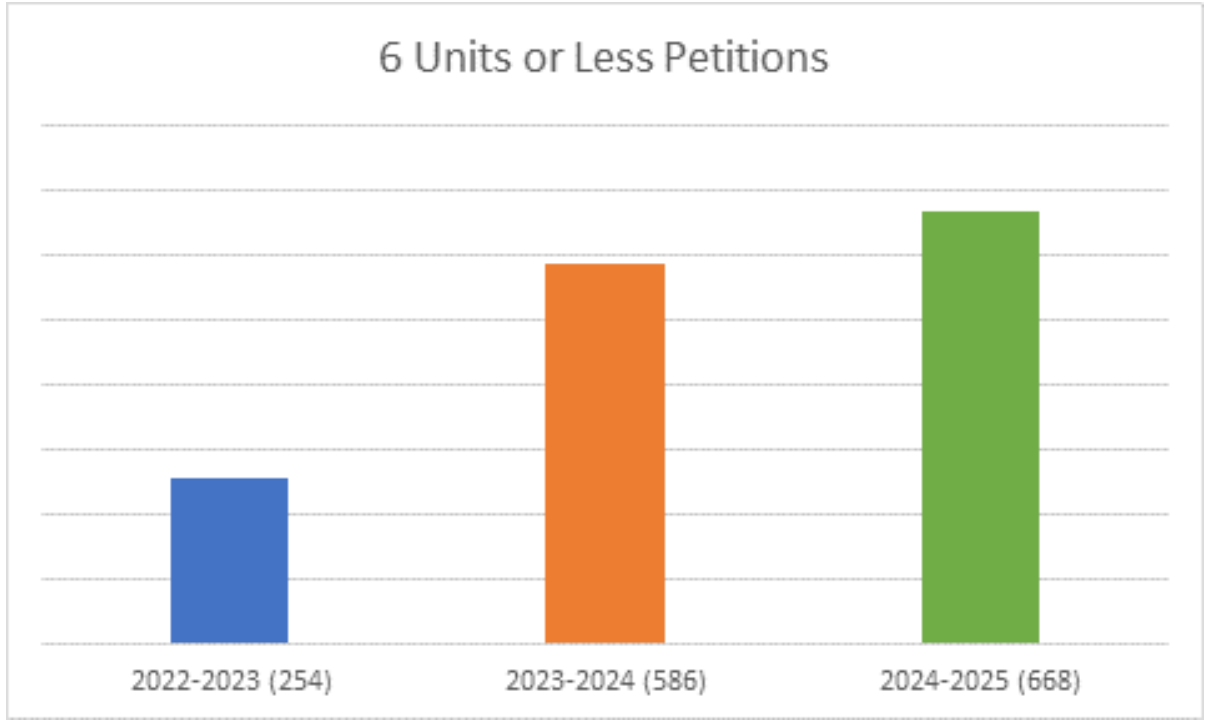
What does the A&R Team Do?

The A&R Team does more than just admit, enroll and maintain records…

- Military Education Benefits
- Awarding credit for Credit-by-Exam
- IGETC/CSU Certifications
- Residency Reclassification
  - Including 6 units or Less, AB 540, & AB 1232 English Only, Non-Res Tuition Fee Waivers
- Academic Renewal
- Extenuating Circumstance Petitions
- Evaluate and confirm degrees/certificates
- Maintain MIS reporting
- Supports Faculty with Grade Changes, collection of Census, and reinstates
- Process of Pre-req Error Report
- Enrollment/degree Verifications
- Support Cañada's goal to build and expand our Dual Enrollment team
- Provides support to all student services support programs
- Participate in outreach and in-reach events
- Registrar: Ongoing System clean-up for SSL, POS, Gainful Employment Compliance , and BANNER Baseline

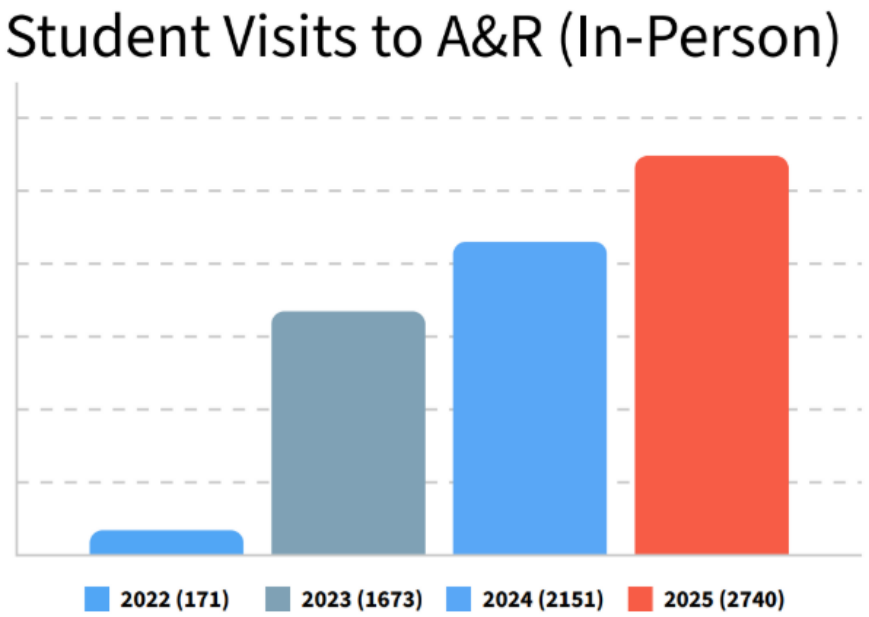
Major Accomplishments

- In Fall 2022 we implemented the 6 Unit or Less Non-Res Fee Waiver
  - FA22 **46** waivers approved and by the end of Summer 2025 had processed a total of **1,508!**
  - Below is a graph approved by year



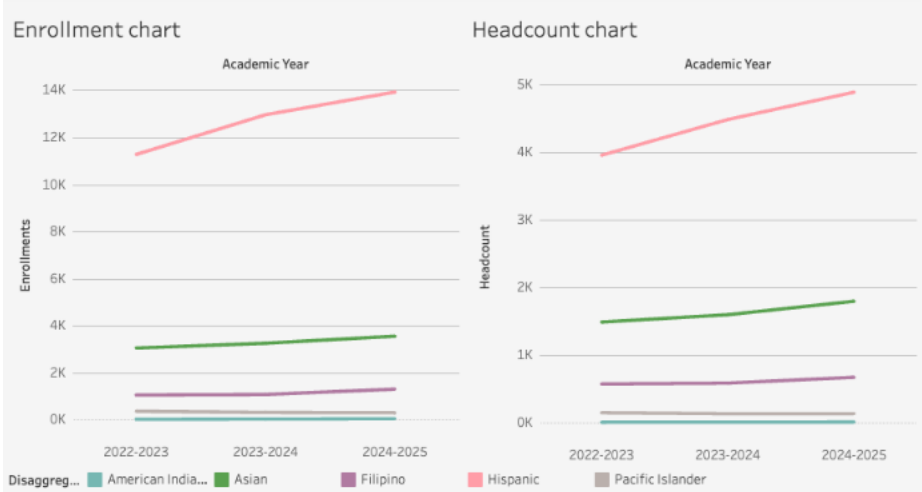
Major Accomplishments

- On September 15, 2022 we implemented a “FormStack” Admissions in-person check-in tracker
  - Tracked 171 in-person students initially to tracking 2,740 students for 2025! (see chart below)
  - NOTE: On July 15, 2024 we replaced the FormStack” in-person login tracker with the SSL QManagement In-person check-in which provides better data



Major Accomplishments

- **Enrollment Growth:** Total student headcount increased from 9,832 (2022–2023) to 10,816 (2024–2025), reflecting approximately **10% growth** over the program review cycle
- **Largest Student Population:** Hispanic students remain the largest group, increasing from **40.2% to 41.5%**, demonstrating continued growth and access.
- **Increasing Diversity:** Asian and Multiracial student populations experienced modest increases, contributing to greater overall campus diversity.
- **Central Role of Admissions & Records (A&R):** A&R serves as a key resource for all students, providing essential services from application through graduation and beyond.
- **Support for Equitable Access:** A&R has supported enrollment growth by streamlining processes and promoting equitable access across all student populations.
- **Data Overview:** The accompanying tables present enrollment data trends over the past three academic years, illustrating sustained growth andincreased diversity.



Enrollment

Disaggregation	Second Disaggregation	Academic Year 2022-2023	2023-2024	2024-2025
American Indian/Alaskan Native	Overall	20	28	42
Asian	Overall	3,044	3,249	3,548
Filipino	Overall	1,050	1,072	1,298
Hispanic	Overall	11,271	12,957	13,921
Pacific Islander	Overall	357	308	295

Cañada College

Challenges

- **Staffing Constraints & Capacity Gaps:** Cañada operates the same complex systems and processes as Skyline and CSM but with fewer personnel. Ongoing staff vacancies, combined with enrollment growth and expanded access initiatives, have significantly increased workload, overtime demands, and operational strain.
- **Rapid System Upgrades & Limited Testing Time:** Districtwide implementations (BANNER 9, WebSMART 9, SSL registration forms, automation projects) are often rolled out on accelerated timelines with limited testing. This places heavy troubleshooting and cleanup responsibilities on the Registrar and A&R team, increasing the risk of errors and student confusion.
- **Increased Processing Complexity & Compliance Demands:** Expanded programs (SB 893 Free College, "6 Units or Less," AB1232) and rising fraudulent applications require complex processing, additional verification steps, and manual interventions. While essential for access and institutional integrity, these demands add significant time and operational pressure to an already stretched team.

Areas of Improvement

- Goa1 1: **Enhance Customer Services:**
  - Strengthen service delivery by improving responsiveness, communication, and overall student experience across all Admissions & Records interactions.
- Goal 2: **Increase Campus Engagement and Visibility:**
  - Become more actively involved and visible in campus events and community activities to better support students and strengthen collaborative partnerships
- Goal 3: **Finalize SSL Registration Form Enhancements:**
  - Complete system improvements and enhancements to SSL registration forms to reduce manual processing, minimize errors, and better streamline services for students

THANK YOU A&R TEAM!!!

- Edith Flores
- Vivien Huynh
- Wendy DeReynaga
- Nohemy Coling
- Andrew Soler